

**APPLICATION AND GUIDELINES
FOR APPLYING TO THE TRAVELING ARCHIVIST PROGRAM
September—December 2013**

APPLICATIONS DUE OCTOBER 9, 2013

Introduction: Thank you for taking the time to complete the application for the Traveling Archivist Program, an initiative of the State Archives of North Carolina.

The purpose of TAP is to encourage best practices in the preservation of and access to special collections (rare books, manuscripts, archival records, photographs, oral histories, scrapbooks, newspapers, and ephemera) held in North Carolina repositories. Repositories include historical and genealogical societies; public libraries; the archives of colleges, hospitals, and other organizations; museums; and other institutions that hold materials documenting the state's history and culture.

Your completed application will help us determine the type of assistance we deliver to your institution during a site visit. TAP site visits will be built around a physical survey of your collections to assess both preservation needs (storage conditions, security, environmental controls), and access tools (finding aids, inventories, indexes, or catalog records, etc.). During the survey, discussions with and input from the staff will help inform recommendations for improving collection preservation and access. These recommendations will be formalized in a written report provided to you. If requested, the TAP archivist can conduct a half-day workshop for staff on basic preservation practices and access tools.

Eligibility: All North Carolina institutions whose collections document North Carolina history and culture and whose collections are accessible to the public may apply; however, priority will be given to smaller institutions with limited resources to care for and manage their collections. Geographical location within North Carolina will be considered to ensure that repositories in all regions participate. The size and scope of the collections, their condition, specific requests for assistance, and the availability of institutional resources will be considered in the evaluation of all applications. TAP is not designed to provide assistance for institutions that house solely objects or artifacts. ***Institutions selected for site visits from the Traveling Archivist must agree to complete a follow-up evaluation intended to measure the effectiveness of the program.***

How to Apply: Online applications are preferred. Online applications must be received by **5:00 p.m., October 9, 2013** and may be e-mailed to:

Andrea Gabriel
andrea.gabriel@ncdcr.gov

Please type "**TAP Application**" in the subject line.

Paper copies will be accepted if they are postmarked no later than **5:00 p.m., October 9, 2013**. Paper copies of the application may be mailed to:

Andrea Gabriel
State Archives of North Carolina
4614 Mail Service Center
Raleigh, NC 26699-4614

Questions relating to the application may be addressed to:

Sarah Koonts, State Archives of North Carolina, 919.807.7339 or sarah.koonts@ncdcr.gov.
Monday—Friday, 8:00 a.m. to 5:00 p.m.

**Application for Assistance
Traveling Archivist Program (TAP III)
September—December 2013**

APPLICATIONS DUE OCTOBER 9, 2013

INSTITUTIONAL INFORMATION

1. Name of Institution:

If part of a larger institution, please list parent organization:

Your Name (Print):

Your Title:

Mailing Address:

Street Address (If different than mailing address):

City:

County:

Zip:

E-mail:

Telephone:

Fax:

Web site:

Date of this application:

Congressional District:

2. Primary Type of Institution (Check only one):

☐ Archives; ☐ Library; ☐ Historical Society; ☐ Genealogical Society; ☐ Historic Site/House; ☐ Museum;
☐ Other; please describe

PLEASE NOTE: EACH OF THE FOLLOWING QUESTIONS REFERS SOLELY TO THE COLLECTION FOR WHICH YOU ARE REQUESTING ASSISTANCE. AS EXAMPLES, IF YOU NEED ASSISTANCE WITH A LOCAL HISTORY COLLECTION THAT IS PART OF A LIBRARY'S HOLDINGS, ADDRESS THAT LOCAL COLLECTION. IF YOU HAVE PAPER, ELECTRONIC, OR NON-TEXTUAL RECORDS THAT ARE A PART OF ADDRESS THAT COLLECTION.

3. In the space below, please describe the nature of your collection (s) including how it came into existence; ways the collection is promoted to and accessed by the public; and the significance of this collection to North Carolina history and culture. (LIMIT 150 WORDS)

4. Staff dedicated to this collection:

_____ 1 or fewer paid staff; _____ 2-5 paid staff; _____ Over 5 paid staff; _____ Volunteer run organization

5. Number of volunteers, interns, etc. in addition to paid staff who work on this collection: _____**6. Square footage of storage space dedicated for this collection:** _____**7. Square footage of public services space available for this collection:** _____**8. Number of people who access this collection annually (onsite):** _____**9. Number of hours per week this collection is open to the public:** _____**10. What is your annual operating budget for this collection?**

_____ Less than \$50,000 _____ \$50,000 to \$100,000 _____ \$100,000-\$250,000;
_____ \$250,000-\$500,000 _____ over \$500,000

11. Source of funding for this collection: (Please check all that apply)

_____ Federal appropriations; _____ State appropriations; _____ Local appropriations; _____ Private funding
_____ Admissions fees; _____ Multiple revenue sources (please explain)

12. Do you currently receive any private, federal, or state grant monies to operate this collection? If so, please list and describe:**COLLECTIONS INFORMATION****13. Type of material included in this collection: (Please check all that apply)**

_____ Personal papers, diaries, ledgers, correspondence or letters
_____ Photographic prints/negatives/slides
_____ Scrapbooks
_____ Maps
_____ Microfilm/fiche
_____ Drawings/2-dimensional works of art
_____ Architectural drawings
_____ Image recordings: _____ list media formats (e.g. film, video tapes)
_____ Sound recordings: _____ list media formats (e.g. cassette tapes, albums)
_____ Magnetic storage tapes
_____ CDs or other computer media
_____ Electronic Records

_____ Administrative Records

_____ Rare books

_____ Artifacts or objects

_____ Other; please describe

14. What percentage of this collection is arranged and described or cataloged? _____%

15. What percentage of this collection has finding aids/inventory lists or other finding tools? _____%

16. What percentage of this collection is accessible online? _____ %

17. What percentage of this collection needs immediate preservation/conservation action? _____%

18. Using the list below, with 1 being the most important, and 5 being the least important, please prioritize the topics for which you would like assistance. Do not use a number more than once.

_____ Accessions and Acquisitions

_____ Disaster Preparedness

_____ General care of collections (handling, storage)

_____ Accessibility: Preparation of finding aids/cataloging

_____ Preservation/Conservation

19. If the above selections do not represent your most pressing need, please describe your first priority relating to the care and management of this collection:

20. How and by whom is this collection used?

21. How would you assess the condition of this collection?

_____ Good _____ Fair _____ Poor _____ Very Poor